



ARKANSAS COALITION FOR JUVENILE JUSTICE (ACJJ)

ARKANSAS DEPARTMENT OF HUMAN SERVICES

DIVISION OF YOUTH SERVICES/JJDP UNIT

700 MAIN STREET, BOX 1437, S503

LITTLE ROCK, ARKANSAS 72203-1437

Applications must be submitted by 12:00 noon on April 22, 2015

ELIGIBLE APPLICANTS

Juvenile Accountability Block Grants are available to Units of Local Government (ULGs).

Please Note: These funds are administered on a reimbursement basis only.

JUVENILE ACCOUNTABILITY BLOCK GRANT

PROGRAM PURPOSE AREAS

The purpose of the JABG Program is to provide states and units of local government with funds to develop programs to strengthen their juvenile justice systems. Funds are available for the following 17 purpose areas:

- Purpose Area 1:** Developing, implementing, and administering graduated sanctions for juvenile offenders;
- Purpose Area 2:** Building, expanding, renovating, or operating temporary or permanent juvenile corrections, detention, or community corrections facilities;
- Purpose Area 3:** Hiring juvenile court judges, probation officers, and court-appointed defenders and special advocates, and funding pretrial services (including mental health screening and assessment) for juvenile offenders, to promote the effective and expeditious administration of the juvenile justice system;
- Purpose Area 4:** Hiring additional prosecutors, so that more cases involving violent juvenile offenders can be prosecuted and case backlogs reduced;
- Purpose Area 5:** Providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively and for technology, equipment, and training to assist prosecutors in identifying and expediting the prosecution of violent juvenile offenders;
- Purpose Area 6:** Establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime;
- Purpose Area 7:** Establishing juvenile gun courts for the prosecution and adjudication of juvenile firearms offenders;
- Purpose Area 8:** Establishing drug court programs for juvenile offenders that provide continuing judicial supervision over juvenile offenders with substance abuse problems and the integrated administration of other sanctions and services for such offenders;
- Purpose Area 9:** Establishing and maintaining a system of juvenile records designed to promote public safety;
- Purpose Area 10:** Establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts;

- Purpose Area 11:** Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies;
- Purpose Area 12:** Establishing and maintaining programs to conduct risk and need assessments of juvenile offenders that facilitate the effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment to such offenders;
- Purpose Area 13:** Establishing and maintaining accountability-based programs that are designed to enhance school safety;
- Purpose Area 14:** Establishing and maintaining restorative justice programs;
- Purpose Area 15:** Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism; and
- Purpose Area 16:** Hiring detention and corrections personnel and establishing and maintaining training programs for such personnel to improve facility practices and programming.
- Purpose Area 17⁴:** Establishing, improving, and coordinating prerelease and postrelease systems and programs to facilitate the successful reentry of juvenile offenders from state or local custody in the community.

⁴ This purpose area was added in 2006 and can be found at 42 U.S.C. §3796ee (b)(17).

For a complete list of performance measures and the reporting requirements, please refer to <https://www.ojjdp-dctat.org/help/JABGGrid.pdf>.

APPLICATION SPECIFICATIONS SHEET

All completed applications must be returned to DYS/JJDP Unit
no later than 12:00 p.m.

April 22, 2015

Staff review of applications will be completed

May 1, 2015

All applications submitted for this grant must be filed with the State Clearinghouse and the appropriate local Clearinghouse. The State form to use (SF-424) and a list of Clearinghouse offices by region are included in this package. For assistance with the filing procedure, contact your local Clearinghouse.

For information on preparing your application, please contact:

Gwendolyn Trigleth-Jackson

Mailing Address:

Division of Youth Services

P.O. Box 1437, Slot 503

Little Rock, AR 72203-1437

E-mail: gwen.trigleth-jackson@arkansas.gov

Physical Address:

Division of Youth Services

700 W. Main, Suite 500

Little Rock, AR 72201

COMMINGLING OF FUNDS

A clear audit trail must be maintained for each source of funding. Receipts, expenditures, and disbursements must be separately accounted for from each source of funds.

ACCOUNTING REQUIREMENTS

Awarded applicants shall implement and maintain an accounting system which accurately reflects income received, expenditures, and documentation of expenditures. Records are to be available for monitors and audits. Awarded applicants are required to submit quarterly reports detailing their expenditures.

DISTRIBUTION OF FUNDS

The Arkansas Department of Human Services Division of Youth Services is the agency designated to administer the JABG program. While communities may receive a pre-determined award, all the proper guidelines must be adhered to in order to receive the pre-determined funds. The applicant can only request the amount listed as the pre-determined award.

Applicants should request the exact amount available. Applications are screened in a staff review process by the Division of Youth Services grant review staff and they make recommendations to the Director of the Division of Youth Services.

OTHER REQUIREMENTS

- A. Drug Free Workplace Policy: Each sub-grantee is required to implement and maintain a Drug Free Workplace Policy. If one does not exist at the time of an award, the Crime Commission policy may be adopted.
- B. Debarment: Each sub-grantee shall sign a form that states they have not been prohibited from doing business with the Federal government.
- C. Lobbying: Each sub-grantee shall sign a form that states that grant funds will not be used to lobby.
- D. Certified Assurances: As recipients of federal funds the Crime Commission must sign and pass on certain certified assurances to its sub-grantees. Each sub-grantee shall read and sign the certified assurances attached to the application.
- E. EEOP: Federal rules govern that certain agencies have in effect an Equal Employment Opportunity Plan. Each sub-grantee shall read and sign in the appropriate place the EEOP form attached to the application.
- F. Cooperation: The commitment to the project by the implementing agency and the cooperation of the other juvenile justice agencies in the community is essential to the success of the projects. Therefore, cooperation among juvenile justice agencies is required.
- G. Confidentiality: No recipient of monies or any personnel involved in the program shall use or reveal any information received from the program for any purposes other than the purpose for which such information was obtained.
- H. Letters of Commitment: If this program impacts other agencies and/or other agencies are involved in the implementation of the program, letters of commitment from these agencies are required. These letters should document how the program impacts them and how they are committed to the project. Letters received separately will not be considered.

GRANT COMMENCEMENT AND DURATION

Grant funds are approved for a period not to exceed twelve months. Awarded applicants are required to attend grant management training and submit timely quarterly reports on activities and expenditure of funds. Failure to do so may jeopardize grant funds. New JABG guidelines will include federal performance measures that will also be required in the quarterly reporting.

APPLICATION FORMAT INSTRUCTIONS

Please note that changes in the application kit may occur from year to year.

- ☐ Complete the following grant application kit and submit the original and two compact discs or flash drives with the full content of the grant application.
- ☐ Applications are to be typewritten and stapled in the upper left hand corner. **The original copy only, should be two hole-punched at the top of the application.** The application format and layout is to be exactly (word for word and design) as the Arkansas Coalition for Juvenile Justice Application kit.
- ☐ Do not copy the grant instructions into the application.
- ☐ Budget pages for categories not being used to request funds should not be submitted.
- ☐ Budget narratives are required for each budget category for which funds are requested. This should include a cost basis for funds, a description of how funds are relevant to the project, source of match etc. Do not complete a budget narrative for the Budget Summary page.
- ☐ Budget figures are to be provided in round numbers, no cents.
- ☐ The Budget and abstract should be submitted in Word Format.

PROGRAM APPLICATION

1. Subgrant Project Title:	
2. Organization:	
3. Address:	
4. Award Start Date:	
5. Award End Date:	
6. Total Amount Requested:	
7. Federal Congressional District	
8. Judicial Districts Served	
9. Federal Employer Identification #	
10. Is the implementing organization a faith-based program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Does the sub grant implement an evidence-based program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Implementing Organization	

Implementing Organization Type:

- | | |
|---|---|
| <input type="checkbox"/> Coalition
<input type="checkbox"/> Faith-based Organization
<input type="checkbox"/> Juvenile Justice
<input type="checkbox"/> Non-profit community-based organization
<input type="checkbox"/> Other community-based organization | <input type="checkbox"/> Other government agency
<input type="checkbox"/> Police/other law enforcement
<input type="checkbox"/> School/Other Education
<input type="checkbox"/> Unit of local government |
|---|---|

Does the sub grant implement an evidence-based program?

☐ Yes ☐ No

If yes, select one source from which the program model was cited:

- | | |
|---|--|
| <input type="checkbox"/> a. Blueprints for Violence Prevention
<input type="checkbox"/> b. CASEL (Collaborative for Academic, Social, and Emotional learning)
<input type="checkbox"/> c. Centers for Disease Control and Prevention
<input type="checkbox"/> d. Community Guide to Helping America's Youth
<input type="checkbox"/> e. Department of Education Safe, Disciplined, and Drug-free Schools
<input type="checkbox"/> f. Drug Strategies, Inc.
<input type="checkbox"/> g. Making the Grade | <input type="checkbox"/> h. Hamilton Fish Institute
<input type="checkbox"/> i. Institute for Medicine
<input type="checkbox"/> j. NIDA Preventing Drug Abuse
<input type="checkbox"/> k. National Institute of Justice What Works Report
<input type="checkbox"/> l. OJJDP Model Programs Guide
<input type="checkbox"/> m. Promising Practices Network
<input type="checkbox"/> n. SAMSHA Model Programs
<input type="checkbox"/> o. Surgeon General's Youth Violence Report
<input type="checkbox"/> p. Other (e.g., State model program resources) |
|---|--|

Please indicate the name of the evidence-based program implemented: _____

13. Project Director	
14. Phone Number	
15. E-mail Address	
16. Mailing Address	
17. City, Zip	
18. Financial Officer	
19. Telephone	
20. Project Sites	
21. County(ies) or City(ies) Services:	
22. Project Duration	
23. Expected Start Date	
24. Expected Number of Persons to benefit from Project	

25. I certify to the best of my knowledge and belief, that the data in this application is true and correct. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the general and special conditions outlined in the application if approved for funding.

Signature of Authorized Official

Typed name of Authorized Official

Date Signed

Title of Authorized Official.

SPECIFY PROGRAM CATEGORY

Select each program category applicable to your award and indicate the amount of funds budgeted for that activity.

	Program Category	Allocated Amount	Designation
<input type="checkbox"/>	1 – Graduated Sanctions	\$	<input type="checkbox"/> - System Improvement <input type="checkbox"/> - Direct Service
<input type="checkbox"/>	2 - Facilities	\$	<input type="checkbox"/> - System Improvement <input type="checkbox"/> - Direct Service
<input type="checkbox"/>	3 – Hiring Court Staff/Pretrial Services	\$	<input type="checkbox"/> - System Improvement <input type="checkbox"/> - Direct Service
<input type="checkbox"/>	4 – Hiring Prosecutors	\$	<input type="checkbox"/> - System Improvement <input type="checkbox"/> - Direct Service
<input type="checkbox"/>	5 – Funding for Prosecutors	\$	<input type="checkbox"/> - System Improvement <input type="checkbox"/> - Direct Service
<input type="checkbox"/>	6 – Training Law Enforcement/Court Personnel	\$	<input type="checkbox"/> - System Improvement <input type="checkbox"/> - Direct Service
<input type="checkbox"/>	7 – Gun Courts	\$	<input type="checkbox"/> - System Improvement <input type="checkbox"/> - Direct Service
<input type="checkbox"/>	8 – Drug Courts	\$	<input type="checkbox"/> - System Improvement <input type="checkbox"/> - Direct Service
<input type="checkbox"/>	9 – Juvenile Records	\$	<input type="checkbox"/> - System Improvement <input type="checkbox"/> - Direct Service
<input type="checkbox"/>	10 – Information Sharing	\$	<input type="checkbox"/> - System Improvement <input type="checkbox"/> - Direct Service
<input type="checkbox"/>	11 – Accountability-Based Programs	\$	<input type="checkbox"/> - System Improvement <input type="checkbox"/> - Direct Service
<input type="checkbox"/>	12 – Risk/Needs Assessments	\$	<input type="checkbox"/> - System Improvement <input type="checkbox"/> - Direct Service
<input type="checkbox"/>	13 – School Safety	\$	<input type="checkbox"/> - System Improvement <input type="checkbox"/> - Direct Service
<input type="checkbox"/>	14 – Restorative Justice	\$	<input type="checkbox"/> - System Improvement <input type="checkbox"/> - Direct Service
	Program Category	Allocated Amount	Designation
<input type="checkbox"/>	15 – Court/Probation Programming	\$	<input type="checkbox"/> - System Improvement <input type="checkbox"/> - Direct Service
<input type="checkbox"/>	16 – Hiring Detention/Corrections Staff	\$	<input type="checkbox"/> - System Improvement <input type="checkbox"/> - Direct Service
<input type="checkbox"/>	17 – Reentry	\$	<input type="checkbox"/> - System Improvement <input type="checkbox"/> - Direct Service

FOR DYS USE ONLY			
Actual Start Date:	Total Amount Approved:	Subgrant #:	
Subgrant Year: <input type="checkbox"/> First Year <input type="checkbox"/> Second Year <input type="checkbox"/> Third Year <input type="checkbox"/> Other:	Pass Through:	<input type="checkbox"/> Yes <input type="checkbox"/> No	

ABSTRACT

For DYS Use Only

Name of Organization

Name of Project Director

Mailing Address

City/Town

State

Zip Code

Telephone Number

Fax Number

Target Population

Email Address

County of Service

Amount Requested

PROGRAM DESCRIPTION (*Use no more than the space available on this page*)

INSTRUCTIONS

A comprehensive statement of problems to be addressed, program goals, and objectives should serve as an operating guide for the program. Each goal statement should have objectives.

GOAL:

The ultimate desired outcome of the program. The goal is usually written in a general statement that must be made specific by the objectives. A goal statement may address the solution of a perceived problem, or may state a realistic, desirable condition toward which people can work.

OBJECTIVE:

A specific statement describing an activity/action to be performed which is measurable and time bound.

MEASUREMENT TOOL:

The instrument or process that will be used to measure the degree of completeness of the objective.

PERSONS RESPONSIBLE:

The person(s)/group that is accountable for completing the objective.

TARGET GROUP:

The specific group or population at which the objective is aimed.

TARGET COMPLETION DATE:

The date at which time the objective is to be completed.

STANDARD FOR SUCCESSFUL COMPLETION:

The measurement of "Projected Outcome" selected by your program that serves as an evaluation component.

SMART MAPPING

Applicants must demonstrate that they have queried the SMART system to determine program placement in a community facing significant need. The web address is listed below.

<http://smart.gismapping.info>

PROGRAM GOALS AND OBJECTIVES

Although only one goal statement should be addressed on each sheet, additional sheets may be used if needed to list the necessary objectives to meet a particular goal.

PROBLEM TO BE ADDRESSED:				
GOAL STATEMENT:				
Performance Indicator	Measurement Tool	Person Responsible	Target Completion Date	Standard for Successful Completion

JUVENILE CRIME ENFORCEMENT COALITION

To be eligible to receive Juvenile Accountability Block Grant funds the sub grantee **must form a Juvenile Crime Enforcement Coalition (JCEC)** Team according to the following criteria:

1. When establishing a local JCEC, units of local government must include at least individuals representing Police, Sheriff, Prosecutor, State or local probation services, Juvenile court, Schools, Business, and Religious affiliated, fraternal, nonprofit or social service organizations involved in crime prevention. Units of local government may utilize members of Prevention Policy Boards established pursuant to Section 505 (b)(4) of Title V of the JJDP Act to meet the JCEC requirement, provided that each such Coalition meets the membership requirements listed in this paragraph. JABG-funded staff positions will not be listed as Team members but will meet with the Team; only one Team member may be a member of the sub grantee's governing board, such as the County Commission or City Council.
2. The JCEC will develop a plan based on an analysis of juvenile justice system needs in their locality. The analysis determines the most effective uses of funds, within the seventeen JABG program areas, to achieve the greatest impact on reducing juvenile delinquency, improving the juvenile justice system, and increasing accountability for juvenile offenders.
3. The JCEC will serve in the capacity as a Project Planning and Evaluation Team to:
 - a) Perform quarterly project evaluations to verify the status of grant goals and objectives.
 - b) Identify the successful components of the project.
 - c) Enhance and further develop successful components of the program.
 - d) Detect any problems or barriers.
 - e) Develop strategies for resolving or minimizing any problems.
 - f) Develop an evaluation strategy and evaluation plan.
4. The JCEC will meet at least every other month, maintain minutes from Team meetings, and submit minutes to DYS with grant Monthly Progress Reports.
5. The JCEC will elect or appoint one person, who is not an officer of the grant or paid employee of the grant, to serve as chairperson of the evaluation team. This person will complete, on behalf of the team, the quarterly evaluation of the project and submit it to the DYS office.
6. The JCEC will not serve in a supervisory role for overseeing day-to-day operations of grant project or supervise the JABG-funded staff position(s).
7. The JCEC will strengthen interagency linkages and maintain coordination of efforts in providing service to youth by reviewing the status of interagency agreements and following up to ensure the commitment and cooperation of agencies and individuals for successful implementation of the grant project.

JABG ASSURANCES FORM

Name of County/City/Town

Name of Project Director

Mailing Address

City/Town State Zip Code

Telephone Number FAX Number

Amount of Funds Received

FOR DYS USE ONLY

ASSURANCES

Unless a waiver is requested and granted, local units of government receiving funds from States must provide an assurance that, other than funds set aside for administration, not less than 45 percent is allocated for program purpose areas 3-9, and not less than 35 percent is allocated for program purpose areas 1, 2 and 10. However, a local unit of government can request a waiver to spend its funds in a proportion other than the 45 and 35 percent minimums. In addition, local units of government are required to establish a Juvenile Crime Enforcement Coalition which is responsible for developing a coordinated enforcement plan for reducing juvenile crime. This plan is to be based on an analysis of the local government's juvenile justice needs. Please be advised that if your community currently has a Policy Prevention Policy Board it can serve as your Juvenile Crime Enforcement Coalition.

- ◆ It is assured that a Coordinated Enforcement Plan will be developed. This plan is based on an analysis of juvenile justice system needs. The analysis determines the most effective uses of funds, within the twelve JABG program purpose areas, to achieve the greatest impact on reducing juvenile delinquency, improving the juvenile justice system, and increasing accountability for juvenile offenders.
- ◆ **The deadline for the submission of this plan is April 22, 2015.** Please note that funds will not be utilized until this plan is developed.

By signing this form, you are assuring that the above-mentioned requirements will be satisfied.

*Signature of Authorized Official

Date

JABG CASH MATCH REQUIREMENT FORM

Cash Match

A local unit of government may allocate up to 5 percent of the total program cost for administrative costs related to the JABG programs. All funds used for administrative costs are subject to the Cash Match requirement. The local government recipient of the JABG award must contribute (in the form of a Cash Match) 10 percent of the total program cost (other than costs of construction of permanent correctional facilities, which require a 50 percent match). The total program cost is made up of the Federal award amount and the Cash Match. If only the Federal amount is known, the calculation of the match requirements is as follows:

1. Convert the award amount percentage to a fraction (example, 90 percent = 9/10).
2. Invert the fraction from 9/10 to 10/9.
3. Multiply the award amount by the numerator (example, 10,000 × 10 = \$100,000).
4. Divide the result by the denominator to determine the total program cost (example, \$100,000/9 = \$11,111.11).
5. Subtract the amount of the award from the total program cost to determine the Cash Match (example, \$11,111.11 -- \$10,000 = \$1,111).

Allowable Sources of Cash Match are:

1. City and County Appropriations
2. Housing and Community Development Act
3. Equitable Sharing Program, a Federal asset forfeiture distribution program to state and local officials
4. Appalachian Regional Development Act
5. Private Funds

By signing this form, you are confirming that you have read the above-mentioned stipulations and that the required Cash Match has been included in your budget.

*A "Cash Match" letter must be submitted at the close of the grant cycle including the grant number, cash match amount and agency providing the match. Failure to submit the required information may result in disqualification from receiving future awards.

*Signature of Authorized Official

Date



ASSURANCES AND CERTIFICATION FORM

JJDP Grant Assurances

Grant applicant assures and certifies that he/she has read and will comply with the following:

1. The Grantee shall provide the services under the terms of this and in accordance with their application for OJJDP grant funding and any approved addendum.
2. The Applicant possesses the legal authority to apply for this grant.
3. Facilities, programs, and services supported through these funds will be located as to be readily accessible, available, and responsive to the needs of the population without discrimination because of sex, creed, race, or duration of residence.
4. Safeguards will be established to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
5. The Arkansas Department of Human Services, Division of Youth Services (DYS), through any authorized representative or any duly authorized representative of the Federal government, will have access to and the right to examine all records, books, papers, or documents relating to the grant funding.
6. The Grantee understands that failure to establish or operate the funded program in accordance with the terms of the funded application, in the opinion of DHS, may result in the awarded funds being withdrawn.
7. An annual audit for the fiscal period of the grant shall be conducted by a Certified Public Accountant (CPA) in accordance with the generally accepted governmental audit standards. Sub-recipients under this agreement will comply with the guidelines of the relevant OMB audit circular in effect at the close of the fiscal year of the sub-recipient. State and local government sub-recipients should follow the guidelines of OMB Circular A-128 or its successor. Non-profit organizations and educational institutions should follow the guidelines of the provisions of OMB Circular A-133. Audit reports should be submitted within 120 days following the end of the sub-grantee's fiscal year. One (1) original and two (2) copies of the audit report should be submitted to the following address: Assistant Director, Office of Chief Counsel/Audit Section, Department of Human Services, Slot 900, P.O. Box 1437, Little Rock, AR 72203-1437.

8. The Grantee will provide such program reports as requested, as well as a Final Report, to DYS within 90 days of the end of the grant period or the end of the proposed activities, whichever is sooner.
9. The Grantee will provide Monthly/Quarterly Expenditure Reports to the Division of Youth Services JJDP Unit. Failure to submit these reports will delay the processing of requests for reimbursement grant payments.
10. The Grantee will provide Monthly Activity Reports to the Division of Youth Services/JJDP Unit by the 15th of the following month. Any report received after the 15th will be considered delinquent (unless the 15th falls on a weekend or a holiday). The request for funds form will not be processed until both the financial and sub-grant activity reports have been received and approved by the DYS JJDP Unit.
11. When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds will clearly state:
 - a. the percentage of the total costs of the program or project which will be financed with federal money;
 - b. the dollar amount of federal funds for the project or program: and
 - c. the percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.
12. Recipient will comply (and will require any subgrantees or contractors to comply) with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act) (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604 (e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672 (b)); the Civil Rights Acts of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131 -34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Exec. Order No. 13279 (equal protection of the laws for faith-based and community organizations); Exec. Order No. 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and other neighborhood organizations); and 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations).
13. Recipient will designate a civil rights contact person who has lead responsibility in insuring that all applicable civil rights requirements, assurances, and conditions are met

and who shall act as a liaison in all civil rights matters with the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs and the Office for Civil Rights (OCR) Office of Justice Programs.

14. Recipient will inform the public and subgrantees of affected persons' rights to file a complaint of discrimination with the OCR for investigation, or with DHS pursuant to DHS Policy 1009 and Executive Directive 2013-01 for referral to the appropriate investigative agency.
15. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the OCR and the Division of Youth Services (DYS), Arkansas Department of Human Services.
16. Recipient will provide an Equal Employment Opportunity Plan (EEOP) to the OCR and the DHS, if it is a state government, a local government, or a for-profit entity that has 50 or more employees and receives a single award for \$500,000 or more that is subject to the administrative provisions of the Safe Streets Act; otherwise, it will provide a certification to the OCR and the DHS that it has a current EEOP on file, if it has 50 or more employees and receives a single award for \$25,000 or more, but less than \$500,000, that is subject to the administrative provisions of the Safe Streets Act. For state governments, local governments, and for-profit entities receiving less than \$25,000, or for state governments, local governments and for-profit entities with fewer than 50 employees, regardless of the amount of the award, no EEOP is required. Information about civil rights obligations of grantees can be found at <http://www.ojp.usdoj.gov/ocr/>.
17. As clarified by Executive Order 13166, Improving Access to Service for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Safe Streets Act and Title VI of the Civil Rights Act of 1964, Recipient must take reasonable steps to ensure that LEP persons have meaningful access to its programs and activities. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Recipient is encouraged to consider the need for language services for LEP persons served or encountered both in developing its budgets and in conducting its programs and activities. Additional assistance and information regarding your LEP obligations can be found at <http://www.lep.gov>.

These assurances are part of the project grant application. An official who is a duly authorized representative of the applicant must certify by his/her signature that the organization will comply with the

provisions of the applicable laws, regulations, and policies related to the project. By signing in the designated area below, the applicant agrees to abide by the stipulation contained in this application. Further, by virtue of these signatures, the applicant assures that this application was presented to the applicant organization governing board and received approval.

Signature_____

Typed Name_____

Date _____

JUVENILE JUSTICE PROGRAM ASSURANCES

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds included in this Act, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state:

- 1) the percentage of the total costs of the program or project which will be financed with federal money;
- 2) the dollar amount of federal funds for the project or program: and
- 3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

These assurances are part of the project grant application. An official who is a duly authorized representative of the applicant must certify by his/her signature that the organization will comply with the provisions of the applicable laws, regulations, and policies related to the program.

By signing in the designated area below, the applicant agrees to abide by the stipulation contained in this application. Further, by virtue of these signatures, the applicant assures that this application was presented to the applicant organization governing board and received approval.

Signature_____

(Board President if applicable)

Typed Name: _____ Date: _____

Signature_____

(Mayor, City Director, County Judge)

Typed Name: _____ Date: _____

ASSURANCES

DEPARTMENT OF HUMAN SERVICES ASSURANCE OF COMPLIANCE WITH SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED AND THE AMERICANS WITH DISABILITIES ACT OF 1990, AS AMENDED

The undersigned (hereinafter called the "provider") hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), THE Americans With Disabilities Act of 1990, as amended, all requirements imposed by the applicable HHS regulation (45 CFR Part 84) and all guidelines and interpretations issued pursuant thereto.

- ☐ Pursuant to S84.5(a) of the regulation [45 CFR 84.5(a)], the provider gives 'this assurance in consideration of and for the purpose of obtaining any and all federal grants', loans, contracts (except procurement contracts and contracts of insurance or guaranty), property, discounts, or other federal financial assistance extended by the Department of Health and Human Services after the date of this assurance, including payments or other assistance made after such date on applications for federal financial assistance that were approved before such date. The provider recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States will have the right to enforce this assurance through lawful means. This assurance is binding on the provider its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the provider.

This assurance obligates the provider for the period during which federal financial assistance is extended to it by the *** Department of Human Services or, where the assistance is in the form of real or personal property, for the period provided for in S84.5(b) of the regulations [45 CFR 84.5(b)].

The provider: [Check (a) or (b)]

A () employs fewer than fifteen persons;

B () employs fifteen or more persons and, pursuant to S84.7(a) of the regulation [45 CFR 84.7(a)], has designated the following person(s) to coordinate its efforts to comply with the HS regulations:

Name of Designee(s) (Type or Print) _____

Name of provider/agency Street address or P.O. Box _____

(IRS) Employer ID # _____

City _____

State: _____ Zip: _____

I certify that the above information is complete and correct to the best of my knowledge.

Date

Signature and Title of Authorized Official

If there has been a change in name or ownership within the last year, please print the former name below: HHS-641

CERTIFICATION FORM
Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

To complete this form, please click on <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>

INSTRUCTIONS

Completing the Certification Form

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

The federal regulations implementing the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, require some recipients of financial assistance from the U.S. Department of Justice subject to the statute's administrative provisions to create, keep on file, submit to the Office for Civil Rights (OCR) at the Office of Justice Programs (OJP) for review, and implement an Equal Employment Opportunity Plan (EEOP). *See* 28 C.F.R. pt. 42, subpt. E. All awards from the Office of Community Oriented Policing Services (COPS) are subject to the EEOP requirements; many awards from OJP, including awards from the Bureau of Justice Assistance (BJA), the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and the Office for Victims of Crime (OVC) are subject to the EEOP requirements; and many awards from the Office on Violence Against Women (OVW) are also subject to the EEOP requirements. If you have any questions as to whether your award from the U.S. Department of Justice is subject to the Safe Streets Act's EEOP requirements, please consult your grant award document, your program manager, or the OCR.

Recipients should complete *either* Section A *or* Section B *or* Section C, not all three.

Section A

The regulations exempt some recipients from all of the EEOP requirements. Your organization may claim an exemption from all of the EEOP requirements if it meets any of the following criteria: it is a nonprofit organization, an educational institution, a medical institution, or an Indian tribe; *or* it received an award under \$25,000; *or* it has less than fifty employees. To claim the complete exemption from the EEOP requirements, complete Section A.

Section B

Although the regulations require some recipients to create, maintain on file, and implement an EEOP, the regulations allow some recipients to forego submitting the EEOP to the OCR for review. Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business; *and* (2) have fifty or more employees; *and* (3) have received a single grant award of \$25,000 or more, but less than \$500,000, may claim the limited exemption from the submission requirement by completing Section B. In completing Section B, the recipient should note that the EEOP on file has been prepared within twenty-four months of the date of the most recent grant award.

Section C

Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business, *and* (2) have fifty or more employees, *and* (3) have received a single grant award of \$500,000 or more, must prepare, maintain on file, *submit to the OCR for review*, and implement an EEOP. Recipients that have

submitted an EEOP Utilization Report (or in the process of submitting one) to the OCR, should complete Section C.

Submission Process

If a recipient receives multiple awards subject to the Safe Streets Act, the recipient should complete a Certification Form for each grant. Recipients should download the online Certification Form, have the appropriate official sign it, electronically scan the signed document, and then send the signed document to the following e-mail address: EEOPForms@usdoj.gov. *The document must have the following title: EEOP Certification.* If you have questions about completing or submitting the Certification Form, please contact the Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, DC 20531 (Telephone: (202) 307-0690 and TTY: (202) 307-2027).

Public Reporting Burden Statement

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated minimum average time to complete and file this application is 20 minutes per form. If you have any comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of Justice Programs, 810 7th Street, N.W., Washington, D.C. 20531.

OMB Approval No. 1121-0340 Expiration Date: 05/31/15

CHECKLIST

This CHECKLIST has been included to assist you in assembling your application before submitting it to DYS/JJDP Unit. In order for an application to be determined complete, it must contain the sections listed below.

Please check each box to indicate that each section is complete and included with your application.

Applicant: _____ Amount Requested: \$ _____

- ☐ General Administrative Information
- ☐ Applicant Information Complete
- ☐ Project Director Information Complete – must include an email
- ☐ Fiscal Officer Information Complete – must include an email
- ☐ Program Category Indicated
- ☐ Brief Description of Program Provided
- ☐ Budget / Budget Summary (Complete with Applicant Number)
- ☐ Matching Requirement
- ☐ Funding Strategy
- ☐ Budget Detail / Budget Justification
 - ☐ The applicant must provide a description of planned use of awarded funds to accomplish stated goals and objectives through the purchase of services and goods and leveraging other resources. **Budget justification must be included in the application. Receipt of Juvenile Accountability Block Grant funds does not imply a commitment for continuation of funding. Funding amounts will be determined at the sole discretion of DYS and are for one year of funding only. Awards may be reduced as determined necessary at DYS's sole discretion.**
- ☐ Project Narrative
- ☐ Narrative addresses all minimum information contained within the grant application instructions section – including, but not limited to:
 - ☐ Statement of Need
 - ☐ Program Description and/or Solution to the Problem
 - ☐ Collaboration
 - ☐ Program Evaluation
 - ☐ Plan of Sustainability
 - ☐ If Applicable, Success of Previous JABG-Funded Projects
 - ☐ Goals and Objectives
 - ☐ Goals and objectives must be clearly defined and straightforward and describe what will be achieved. Make sure the goals and objectives are realistic and can be achieved within the timeframe of the grant and the resources received.
 - Goal** - a general statement of what your application hopes to accomplish in addressing the need(s) described in the problem statement.

CHECKLIST (continued)

- ☐ Juvenile Crime Enforcement Coalition Team Members
- ☐ Required Membership Areas listed with titles and contact information.
 1. Police (State or Local)
 2. Sheriff
 3. Prosecutor
 4. State or Local Probation Services
 5. Juvenile Court
 6. Schools
 7. Local Business
 8. Religious affiliated, fraternal, nonprofit, or social service organizations involved in crime prevention.
- ☐ Organizational Charts
- ☐ Include both an organization chart for the applicant agency and the proposed organizational chart for the project.
 - ☐ Hiring Procedures and Job Descriptions
 - ☐ Other Attachments (as needed) – Attachments A through F
 - ☐ Organization Budget
 - ☐ Membership List of Governing Board
 - ☐ Prevention Resource Officer
 - ☐ Baseline Data Sheet
 - ☐ Entry Level Certification
 - ☐ Letters of Working Agreement and/or Support

Applicants shall include letters of agreement, commitment, and support for their proposed program. Letters of agreement and/or commitment should be included to document in-kind resources and services that will be provided to the program by other agencies and/or consultants. Letters of support should be included in this section also. Label separately to show which letters document agreements or commitments and which are for support. **Only one copy of such letters is to be included with the original application.**

- ☐ Other Attachments

The application cannot exceed 25 pages, including attachments. The appendices must be labeled and the pages numbered, continuing in the same sequence as the application. **Total pages should not exceed twenty-five (25) including appendices and forms.** Do not use the appendices to add to the narrative of your application. Appendix materials must not be over-sized or include videotapes or similar exhibits.

DETAILED LINE ITEM BUDGET
(Budget Summary Calculations Must be Shown)

EXAMPLES:

Salaries should indicate rate of pay and hours or percent of time worked.

Fringe benefits show what is included (FICA, health insurance, retirement benefits, etc) and should indicate percentage of total salaries.

Materials and supplies should list items charged, cost per item, and how cost was determined.

Staff travel, meals and lodging should list estimated cost of each conference, workshops, etc. and indicate miles and rate per mile (not to exceed .42 per mile) or cost per trip for air, bus/train costs.

Professional services should list each fee charged.

Purchase of equipment should list each piece of equipment to be purchased

EXAMPLES

If the salary for a "Program Director" is listed, the proposal must include references to a Program Director and support the need for this line item.

If "Hired Speakers" are listed, the use of speakers must be described in the program narrative.

EXCEPTIONS: The need for bookkeeping, accounting, clerical and janitorial services as well as some office equipment may be shown as line items with justification listed solely on the budget as long as costs appear to be reasonable in relation to the size of the grant/contract.

The total shown on the **Detailed Line Item Budget – Supporting Schedule** must match totals shown on the **Budget Summary**.

Identify In-Kind Funds, if any, for each line item category using the criteria listed above.

SUB GRANTEE:

**2015 ARKANSAS COALITION OF JUVENILE JUSTICE /DIVISION OF YOUTH SERVICES
BUDGET FOR APPLICATION**

DETAILED LINE ITEM BUDGET – SUPPORTING SCHEDULE

(Use additional pages if necessary)

Describe in detail the line items listed on Budget Summary to provide justification for the items and an explanation of how costs are computed.



ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
BUDGET INFORMATION



Applicant:

Grant Period:

Budget Category	Program Purpose Area List Corresponding Number	Program Purpose Area List Corresponding Number	Match (Private Funds)	Total
1. Personnel				
2. Fringe Benefits (FICA, SUTA, WORKMAN'S COMP, Insurance)				
3. Travel (Meals, Lodging, Airfare, Mileage)				
4. Equipment				
5. Supplies				
6. Professional Services				
7. Other (Telephone, Rent, Etc.)				
8. Total Costs				

Notes: _____
